

## Instructions for HQ/Field Elements – Headquarters Organizations, Field and Area Office (not OPIs) Users

**Note:** For the duration of this test, Area Office users will share accounts with their respective Field elements.

After successfully logging in, RevCom will display the **Document List** page. This page will list all of the available drafts. There should be only one draft listed on this page for this test. Click on the document title and RevCom will display the Paragraph List page.

The **Paragraph List** page is used primarily to respond to individual comments that have been submitted to RevCom and to make an overall comment about the document. At the top of the page, you will see two rows of blue links that make up the RevCom toolbar. These links will change depending on what you are doing in RevCom; however, the meaning of the individual links always remains the same (e.g., the Home link will always return you to the Document List page).

The **Set Site Deadline link** will take you to the Document Due Dates page, which lists the Global Due Dates (the dates the entire review period begins and ends) and any due dates that have been set by individual sites. At present, Global Due Dates are set by the Directives Management Team, so you cannot change the date that all comments are due to the OPI.

*You will use this page to set the date that comments are due from your Labs/M&O contractors and from your SMEs.* To set the due date for your commentors, find your line in the **Dates by Site table** (usually listed by site or organization symbol). Enter the date comments are *due to you* in the Date column (use MM/DD/YYYY format) and select your time zone. Normally, the date you select should be a few days less than the Global due date listed on this page. Press the Submit link to save your date settings, and RevCom will automatically send an e-mail message to your commentors (the DPCs at any Labs/M&O contractor sites that normally send comments through you and your SMEs, if you have identified any). You may return to this page and change the due date at any time and RevCom will automatically notify your commentors.

The **Select a Paragraph link** will always return you to the Paragraph List Page, which displays links to all of the paragraphs in this draft document.

The **Submit Comments Package link** will take you to the Send Package Page. This is essentially the final page of the RevCom application: you will use this page to send your completed comments package – which includes your comments as well as the comments of the DPC from your Labs/M&O contractor sites – to the OPI (order writer) responsible for this document. The “package” is a concept RevCom uses to describe the sum total of all comments and responses. Much as you would combine all of your comments in an envelope when you are finished with a draft document, RevCom allows you to send the completed comments directly to the OPI. Neither the OPI nor any other HQ/Field

Element can read your comments until you have submitted your comments package. To submit your package, simply confirm that you are indeed ready to send your comments and click on the Submit link. You may also use this page to review all of your comments, or you can use the RevCom Comment Trail.

The **Comment Trail link** will take you to the initial Comment Trail of Comments page. Comments and responses are divided into Major and Suggested matrices, so you must select which Comment Trail you wish to review. Having selected a Comment Trail to view, you will see any overall comments plus a table which lists paragraph titles from the document, OPI responses listed by paragraph, your comments by paragraph, the comments of your SMEs, and other HQ/Field Element comments by paragraph. Click on the link in any HQ/Field Element comment (including your own) to view Labs/M&O contractor comments that were submitted to that HQ/Field Element. Click on the Draft link to return to the Paragraph List page.

On the Paragraph List page, you may either type a general comment into the box marked **Overall Comment**, or select a paragraph to review and comment on. Click on the link to any paragraph to go to the comment page.

The Comment page is divided into three parts:

- The top half of the page contains the RevCom toolbar, a link to the PDF version of the complete document, and the text of the individual paragraph.
- The bottom left corner of the page contains a list of all comments that have been submitted from your SMEs and from the DPCs at your Labs/M&O contractor sites.
- The bottom right corner of the page contains the box for you to type your own comments.

You cannot change comments that were submitted to you from your Labs/M&O DPCs, though you can add your own comments. Because your SME comments are only viewable by you, you must either summarize or copy their comments to the comment entry box (cut-and-paste will work here) if you want the OPI to see them.

After you have typed your comments, click on the Record link at the bottom of the page to record your comments and make them part of your comment package. You can always come back to this screen to change your comments, should you so desire. Click on the Draft link to return to the Paragraph List page.

Click on the **Assign Delegates link** to go to the Manage Delegates page, where you will create and maintain your list of Delegates. Every DPC has the ability create groups of Delegates who will be asked to comment on this and other draft documents. You may either create one group with all of your Delegates assigned to that group, or create several groups and assign Delegates to them according to their areas of expertise. Regardless of how you set up your groups, RevCom always allows you to assign Delegates to a particular document on either a group or individual basis, or some combination of the two.

Once you have created one or more groups and added the Delegates' e-mail addresses to the group(s), you can assign these groups to individual draft documents and notify the Delegates once they have been assigned to a particular document. By assigning Delegates to a document, you will also be able to tell whether they have actually submitted their comments to RevCom.

On the Manage **Delegates** page, click on the **Manage Groups of Delegates button** to begin creating your Delegates groups; if you have already created one or more groups, use this link to modify or delete them, or to add new groups. Type the name of the Group (use something meaningful, e.g., "Procurement") to be created and click on the **Create button**. Once you have created an SME group, you can add Delegates to that group; click on the ADD button to add Delegates to an existing Delegate group. Enter the information about the delegate (name, email, etc.) and enter a RevCom user name and password for this delegate, then click on the **Create button**.

Once you have created Delegates groups, and added one or more Delegates to the groups, you can assign these groups to a specific draft document. To assign Delegates to a document, click on the Delegates link on the RevCom toolbar at the top of any page: this will return you to the Manage Delegates page. On the Manage Delegates page, click on the **Assign Delegates button**. On the Assign Delegates page, you will see a list of all of your Delegates groups, with individual Delegates listed under each group. Select the group(s) and/or individual Delegates to be assigned to this document, then click on the **Assign button** to save your assignments (you can always come back and change these assignments later). After you save your assignments, click on the Notify button and RevCom will send the following notice to all of your assigned Delegates:

Dear delegate-name@yoursite.gov:

You have been assigned as a Delegate  
by the commentor at organization: YOURSITE to the following document

Document: DOE P 251.1  
Document Type: DOE Directives

in the Review and Comment System (RevCom).

Your comments for this document are due by 12/31/98 23:59:59 Eastern Time Zone.

To review the document, you need to log into the Review and Comment System.

To do that, please go to this web address

<http://www.revcom.doe.gov>

When you are in the login page, select the correct document type, then type your email address and any authentication code asked for .

Thank you for participating in the Review and Comment process.

Every time the due dates for the review cycle for a document are changed, the Directives Management Team will use the **Notify button** to advise DPCs, Delegates, and SMEs of the change.

For the SME, click on the **Assign SME link** to go to the Manage SMEs page, where you will create and maintain your list of SMEs. Every OPI and DPC has the ability create groups of SMEs who will be asked to comment on this and other draft documents. You may either create one group with all of your SMEs assigned to that group, or create several groups and assign SMEs to them according to their areas of expertise. Regardless of how you set up your groups, RevCom always allows you to assign SMEs to a particular document on either a group or individual basis, or some combination of the two.

Once you have created one or more groups and added SME e-mail addresses to the group(s), you can assign these groups to individual draft documents and notify the SMEs they have been assigned to a particular document. By assigning SMEs to a document, you will also be able to tell whether they have actually submitted their comments to RevCom.

On the Manage SMEs page, click on the **Manage Groups of SMEs button** to begin creating your SME groups; if you have already created one or more groups, use this link to modify or delete them, or to add new groups. Type the name of the Group (use something meaningful, e.g., "Procurement") to be created and click on the **Create button**. Once you have created an SME group, you can add SMEs to that group; click on the ADD link to add SMEs to an existing SME group. Type the full internet e-mail address of the SME to be added, then click on the submit link.

Once you have created SME groups, and added one or more SMEs to the groups, you can assign these groups to a specific draft document. To assign SMEs to a document, click on the SME link on the RevCom toolbar at the top of any page: this will return you to the Manage SMEs page. On the Manage SMEs page, click on the **Assign SMEs button**. On the Assign SMEs page, you will see a list of all of your SME groups, with individual SMEs listed under each group. Select the group(s) and/or individual SMEs to be assigned to this document, then click on the **Assign button** to save your assignments (you can always come back and change these assignments later). After you save your assignments, click on the Notify button and RevCom will automatically send the following notice to all of your assigned SMEs:

Dear sme-name@yoursite.gov:

You have been assigned as a Subject Matter Expert (SME)  
by the commentor at organization: YOURSITE to the following document

Document: DOE P 251.1  
Document Type: DOE Directives

in the Review and Comment System (RevCom).

Your comments for this document are due by 12/31/98 23:59:59 Eastern Time Zone.

To review the document, you need to log into the Review and Comment System.

To do that, please go to this web address

<http://www.revcom.doe.gov>

When you are in the login page, select the correct document type, then type your email address and any authentication code asked for.

Thank you for participating in the Review and Comment process.

Every time the due dates for the review cycle for a document are changed, the Directives Management Team will use the **Notify button** to advise DPCs and SMEs of the change.